

**NO.H.12017/1/2023-DP&AR (GGC)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GOOD GOVERNANCE & TRAINING WING)**

\*\*\*\*\*

**Dated Aizawl, the 7<sup>th</sup> November, 2024**

**NOTIFICATION**

In supersession of all previous Notifications regarding the List of Notified Services under the Mizoram Right to Public Services Act, 2015 and, in the interest of public service and, in exercise of the powers conferred by Section 4 of the Mizoram Right to Public Services Act, 2015 (Act No.6 of 2015), the Governor of Mizoram is pleased to notify the services listed in Annexure – I as public services for the purpose of the Mizoram Right to Public Services Act, 2015 along with the respective Designated Officer, First Appellate Authority, Second Appellate Authority and stipulated time limit with immediate effect.

**Sd/- K. LALTHAWMMAWIA**

Commissioner & Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms

**Memo No.H.12017/1/2023-DP&AR (GGC): Dated Aizawl, the 7<sup>th</sup> November, 2024**

Copy to:

1. Secretary to Governor, Mizoram
2. P.S. to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State/Leader of Opposition
4. P.S to Vice Chairman, State Planning Board/Govt. Deputy Chief Whip
5. Sr. P.P.S. to Chief Secretary, Government of Mizoram
6. P.S. to Principal Secretaries/Commissioners/Secretaries, Government of Mizoram
7. All Administrative Heads of Departments
8. Secretary, AMC, Lok Ayukta, MIC, MPSC, MSCPCR, SEC
9. All Heads of Departments
10. Controller, Printing & Stationery with 5 (five) spare copies for publishing in the Mizoram Gazette
11. Website Manager, DP & AR (GG&TW) for uploading in the Website
12. Guard File

  
**(ZAHMINGTHANGI/VANCHHAWNG)**

Under Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms  
(Good Governance & Training Wing)

**Annexure-I**

**LIST OF PUBLIC SERVICES NOTIFIED UNDER MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015  
(See sub-section (1) of Section (4))**

<b>Sl. No</b>	<b>Name of Public Services</b>	<b>Name of Department</b>	<b>Designated officer</b>	<b>Stipulated Time</b>	<b>First Appellate Authority</b>	<b>Second Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	Job Card under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
2	Payment of unemployment allowance under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
3	Grievance Redressal under PMAY-G	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Secretary, RD Deptt.
4	Certificate of registration in Form No.2 to dealers under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
5	Way Bill in Form No.33 under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax

6	Clearance Certificate in Form No.38 under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
7	Profession Tax Clearance Certificate	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
8	Declaration Form 'C' & 'F' under Central Sales Tax (R&T) Rules, 1957	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
9	Certificate of Registration in Form 'B' to dealers under Central Sales Tax Act, 1956	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
10	Registration Certificate in Form-II under the Mizoram Societies Registration Act, 2005	Taxation Department	Registrar, Firms & Societies	15 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
11	Partnership Firm Registration under Indian Partnership Act, 1932	Taxation Department	Registrar, Firms & Societies	15 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
12	Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	i) 1 Week/5 working days for Aizawl District ii) 2 Week/10 working days for other Districts	Joint Director (MV). Transport in Aizawl District Addl.DC in other District	Director, Transport
13	Duplicate Driving License with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District Addl.DC in other District	Director, Transport

14	Renewal of Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
15	Change of address in Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
16	Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
17	Renewal of Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
18	Duplicate Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
19	Duplicate Vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
20	Alteration of Vehicle Registration Certificate with Smart Card.	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport

21	Transfer of ownership of vehicle with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
22	Change of address of owner of a vehicle with Smart Card.	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
23	Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	3 working days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
24	Duplicate Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	1 working day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
25	Duplicate provisional permit for vehicle	Transport Department	Deputy Director (STA)	1 Week/5 working days	Joint Director (STA) Transport	Director, Transport
26	Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
27	Renewal of Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
28	Duplicate Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
29	Hiring of MST Bus	Transport Department	Deputy Director (Operations)	1 Week/5 working days	Joint Director (Operations) Transport	Director, Transport
30	Hiring of Ambulance & Recovery Van	Transport Department	Deputy Director (Operations)	1 Week/5 working days	Joint Director (Operations) Transport	Director, Transport

31	Concession Card for old aged/Cancer patients/HIV+	Transport Department	Deputy Director (Operations)	1 working day from the date of receipt of the application complete in all respect	Joint Director (Operations) Transport	Director, Transport
32	Domestic Water Supply connection to house holds	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	40 working days i) From submission of the application complete in all respect till sanctioning of the connection: 10 working days  ii) from payment/deposit of required fund by applicant till installation (Supply of Water) to consumer : 30 working days"	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle
33	Transfer of ownership of water connection	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	i) Divisional Hqs: 5 working days from receipt of the application complete in all respect  ii) Other Town: 5 working days from receipt of the application complete in all respect	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle

34	GPF Final Payment authority	Finance Department	Deputy Director (GPF)	Within 1 (one) month from the date of posting of GPF Subscriptions for the month following the month of cessation of service, whichever is later	Joint Director (F)	Director (LFA)
35	Payment of GIS	Finance Department	Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts/ Assistant Director, Southern Zone for Lunglei, Saiha and Lawngtlai Districts	<p>1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement.</p> <p>2. In case of Voluntary/Invalid/Death etc. within 30 working days from the date of receipt of claim papers complete and correct in all respects from the Department.</p>	Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit/Kolasib District/Joint Director, Southern Zone for Lunglei, Saiha & Lawngtlai Districts	Chief Controller of Accounts

36	Pension Payment Order	Finance Department	Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts/ Assistant Director, Southern Zone for Lunglei, Saiha and Lawngtlai Districts	<p>1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement.</p> <p>2. In case of Voluntary/Invalid/Death etc. within 30 working days from the date of receipt claim papers complete and correct in all respects from the Department</p>	Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit/Kolasib District/Joint Director, Southern Zone for Lunglei, Saiha & Lawngtlai Districts	Chief Controller of Accounts
37	Arms Licence	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	<p>"5 working days from the receipt of the application complete in all respect for onward submission to Home Department</p> <p>3 working days from receipt of the decision (approval/rejection) from Home Department"</p>	Addl. Deputy Commissioner	Deputy Commissioner



38	Explosive Licence	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	30 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
39	Inner Line Permit	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
40	Income Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
41	Tribal Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
42	Residential Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
43	Religion Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
44	Non-Marriage Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
45	No Income Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
46	Unemployment Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

47	Dependent Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
48	Haling Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
49	Tax Exemption Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
50	Character Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	i) 5 working days from the date of receipt of application complete in all respect for submission to the concerned Superintendent of Police  ii) 5 working days from receipt of information from the concerned Superintendent of Police	Addl. Deputy Commissioner	Deputy Commissioner
51	Epic	Deputy Commissioner, Concerned District	Election Officer of the concerned District	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

52	Birth Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	<p>1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic &amp; Statistics)</p> <p>2. 7 days from the date of receipt of the document from Economics &amp; Statistics</p>	Addl. Deputy Commissioner	Deputy Commissioner
53	Death Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	<p>1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic &amp; Statistics)</p> <p>2. 7 days from the date of receipt of the document from Economics &amp; Statistics</p>		Deputy Commissioner

54	Retail Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)	<p>1. 30 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office</p> <p>2. 10 working days from the date of receipt of the application complete in all respect along with verification report by the DO from the concerned district office"</p>	Director of Health Services	Principal Director, H&FW
----	----------------------	--------------------------	---------	---	-----------------------------	--------------------------

55	Wholesale Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)	<p>1. 20 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office</p> <p>2. 10 working days from the date of receipt of the application complete in all respect along with a verification report by the DO from the concerned district office"</p>	Director of Health Services	Principal Director, H&FW
56	Manufacturing License	FDA, DHS (H&FW Deptt)	JD(F&D)	10 working days after the inspection of the firm with CDSCO	Director of Health Services	Principal Director, H&FW
57	Application for new Trade Licence	FCS&CA	Deputy Director (G), FCS&CA	5 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
58	Renewal of Trade License	FCS&CA	Deputy Director (G), FCS&CA	6 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
59	Application of new Ration card	FCS&CA	Concerned DCSSO	7 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
60	Modification/ update of Ration card	FCS&CA	Concerned DCSSO	8 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA

61	Deletion of Ration Card	FCS&CA	Concerned DCSO	9 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
62	Fire NOC	F&ES	Addl. SP, F&ES	12 working days from the date of receipt of the application complete in all respect	Director, F&ES	Secretary, Home Department
63	Re-issue of Birth Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	5 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
64	Re-issue of Death Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	6 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
65	Delayed Registration of Birth	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
66	Delayed Registration of Death	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
67	Application for 1.Non-Encumbrance certificate 2. Land Valuation certificate 3.No-Objection certificate 4.Clearance certificate 5.Genuineness certificate	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	2 Working days from receipt of Verification Report	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

68	Application for Correction of land Grading/ Land Classification	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	2 Working days from receipt of Ve the application complete in all respect	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
69	Recording of mortgage deeds in Record of Right	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	5 working days from receipt of the application complete in all respect	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
70	Notice for Relinquishment/ Surrender of Holdings	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	40 working days where verification is required i) For issue of forwarding letter to Govt. after receipt of survey report=30 ii) 7 working days from receipt of the application complete in all respect by the Administrative Department Office for Approval ii)3 working days from receipt of intimation from the Administrative Department by LR&S Deptt.	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
71	Application for Verification, Survey and demarcation of land for agricultural and Non-agricultural purpose i) House Pass ii) P Patta iii) Shop/Stall Pass iv)Property card v) Land lease	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of spot survey	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

72	Issuance of Land Passes/Settlement Certification of Agricultural and Non- agricultural land and Property Card	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	40 working days where verification is required i) For issue of forwarding letter to Govt. after receipt of survey report=30 ii) 7 working days from receipt of the application complete in all respect by the Administrative Department Office for Approval ii) 3 working days from receipt of intimation from the Administrative Department by LR&S Deptt.	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
73	Application for Diversion of Land use	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
74	Application for issuance of regular Land Lease certificate	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
75	Application for Mutation (Hmingthlak) of land records/ Ownership Transfer	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	15 working days from updation of GIS map if land is already digitized	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
76	Application for conversion of Temporary Pass into LSC	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
77	Application for Correction/ alteration / extension of boundaries	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
78	Application for Partition and amalgamation of land holdings	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department



79	Application for renewal of 1.House Pass 2.P.Patta 3.Land Lease	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of spot verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
80	Re-issue of Pass	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of receipt of the application with required documents	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
81	Authorization under Construction & Demolition Waste Management Rules, 2016 to Local Authority/Operator of Processing & Recycling Facility	Mizoram Pollution Control Board, EF&CC	Member Secretary	90 working days from the date of receipt of the application complete in all respect	Addl. Secretary, EF&CC	Secretary, EF&CC
82	Registration of Shops & Establishments	LESDE	1. <b>DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual & Mamit District) 2. <b>DLEO, Lunglei-Registering Officer</b> (Lunglei & Hnahthial District) 3. <b>DLEO, Champhai-Registering Officer</b> (Champhai & Khawzawl District) 4. <b>DLEO, Siaha-Registering Officer</b> (Siaha & Lawngtlai District)	New Registration 5 working days from receipt of the application complete in all respect  Renewal 5 working days from receipt of application complete in all respect  Amendment 5 working days from receipt of application complete in all respect	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department

83	Registration of Establishments under BOCW (RE&CS) Act, 1996 & Cess Rules, 1998	LESDE	<p><b>1. Joint Labour Commissioner- Registering Officer -</b> (All Mizoram)</p> <p><b>2.DLEO, Aizawl - Registering Officer</b> (Aizawl, Serchhip &amp; Saitual District)</p> <p><b>3. DLEO, Lunglei - Registering Officer</b> (Lunglei, Lawngtlai &amp; Hnahthial District)</p> <p><b>4. DLEO, Siaha - Registering Officer</b> (Siaha District)</p> <p><b>5. Labour Officer/Inspector of Factories - Registerig Officer</b> (Mamit &amp; Kolasib District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
84	Registration & Licensing of Contractors(Within the State)	LESDE	<p><b>1. DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p><b>2.DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p><b>3. DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p><b>4.DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department

85	Registration & Licensing of Contractors(Inter-Sate)	LESDE	<p><b>1. DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p><b>2.DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p><b>3. DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p><b>4.DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 5 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
86	Registration & Licensing of Factory	LESDE	Chief Inspector - Registering & Licensing Officer(All Mizoram)	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department

87	Registration of Trade Union	LESDE	Joint Labour Commissioner-Registrar of Trade Union (All Mizoram)	New Registration 7 working days from receipt of the application complete in all respect  Renewal 5 working days from receipt of application complete in all respect  Amendment 5 working days from receipt of application complete in all respect	Director, LESDE	Secretary/ Commissioner, LESDE
88	State Excise- Excise Verification Certificate	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	i) 4 Working days for sending the application to the administrative department.  ii) 3 working days from the date of receipt of decision from the Administrative department.	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
89	Label & Brand register of Grape Wine produced in Mizoram	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 working days from receipt of registration fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
90	License for IMFL to Armed forces (paramilitary and military)	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of license fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
91	Issue of permit for the transportation/export of grape wine	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of Excise duty	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics

92	License relating Local wine (Grape wine produced in Mizoram)	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	7 working days i) 4 Working days for sending the application to the administrative department  ii) 3 working days from the date of receipt of decision from the administrative department	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
93	Import permit for essential Narcotics Drugs	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 Working days from the date of receipt of the application complete in all respect	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
94	Issue of Licence of Manufacturer of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
95	Issue of Licence of Repair of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
96	Issue of Licence of Dealers in Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
97	Issue of Registration of Manufacturers/Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
98	Issue of Registration of Importers/ Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
99	Issue of Verification Certificate of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
100	Road Cutting Permit	PWD	EE (Roads) of the concerned Division	10 Working Days from the date of receipt of the application complete in all respect	SE of the concerned Division	CE of the concerned Division

101	Verification of Report for Passport	PHQ	SP, CID(SB)	30 working days in rural areas 15 working days in urban areas	DIG (CID)	IDP(Intel)
102	Verification of character and verification of entry into service	PHQ	District SP/Addl. SP	30 working days in rural areas 15 working days in urban areas	Concerned DIG	IDP(L&O)
103	Verification of character and antecedents for Private Sector employment	PHQ	O/C of concerned PS	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
104	Issue of Certificate/NOC for re-issue of Certificate/Document/Licence	PHQ	O/C of concerned PS/Traffic	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
105	Tenant verification	PHQ	O/C of concerned PS/Traffic	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
106	Free registration of Crime	PHQ	O/C of concerned PS/Traffic	Within a day from the receipt of crime registration	Concerned SP	Concerned DIG
107	Issue of Mining Lease	Geology & Mining	Joint Director (MMI)	180 working days from the date of receipt of the application complete in all respect	Director, Geology & Mining	Secretary, C&I
108	Issue of Mining Permit	Geology & Mining	Joint Director (MMI)	30 working days from the date of receipt the application complete in all respect	Director, Geology & Mining	Secretary, C&I

109	Preparation of Mining Plan	Geology & Mining	Joint Director (MMI)	i)10 working days from the date of receipt of application complete in all respect [within Aizawl District] ii)15 working days from the date of receipt of application complete in all respect [outside Aizawl District]	Director, Geology & Mining	Secretary, C&I
110	Preparation of Blast Design	Geology & Mining	Joint Director (MMI)	i)10 working days from the date of receipt of application complete in all respect [within Aizawl District]  ii)15 working days from the date of receipt of application complete in all respect [outside Aizawl District]	Director, Geology & Mining	Secretary, C&I
111	Geotechnical Investigation	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, Geology & Mining	Secretary, C&I
112	Geotechnical Analysis of Soil & Rock samples for construction works etc	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, Geology & Mining	Secretary, C&I
113	OPD Service at PHC, CHC, DH, HWC	Directorate of AYUSH	Concerned M.O., AYUSH	1 working day from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
114	OPD Service @ Integrated Ayush Hospital (IAH)	Directorate of AYUSH	M.O. in charge	1 working day from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
115	IPD Services at Integrated Ayush Hospital	Directorate of AYUSH	M.O. in charge	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)

116	Panchakarma Therapy Services	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
117	P&SM Therapy (YOGA)	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
118	Testing of ASU & H Drug	Directorate of AYUSH	Drugs Inspector (ASU Drugs)	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
119	Registration of Accommodation Unit	Tourism	Deputy Director(A)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
120	Registration of Tour Operator/ Travel Agencies	Tourism	Deputy Director(A)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
121	Registration of Hotel/Restaurant	Tourism	Deputy Director(A)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
122	Online Booking of Tourist Facilities	Tourism	Deputy Director(A)	1 working day from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
123	Declaration of Mizo Heritage Sites	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
124	Disposal of cultural items to registered NGO's at a subsidised rate	Art & Culture Department	Deputy Director(Admin)	5 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department



125	Sale of Books at subsidised rate by MPB	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
126	Renting system of traditional attire	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
127	Registration and Training of Cultural Troupe by IMFA	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
128	Acquisition and disposal of Data regarding Ancient Monuments & Archaeological Sites	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
129	Publication & reprinting of books	Art & Culture Department	Research Officer(TRI)	30 working days working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
130	Research and Reference	Art & Culture Department	Archivist	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
131	Member Registration to Mizoram State Library	Art & Culture Department	State Librarian	2 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department

132	Declaration of Examination of all examinations conducted by MBSE	H&TE Department	Joint Director(Technical	60 working days from the date of completion of examinations	Director,H&TE Department	Principal Secretary,H&TE Department
133	Issue of Mark sheet	H&TE Department	Joint Director(Technical	30 working days from the date of completion of examinations	Director,H&TE Department	Principal Secretary,H&TE Department
134	Replacement of Lost/ Damaged EPIC	Election Department	Election Officer of the concerned District	7 working days from the date of receipt of the application complete in all respect	District Election Officer	Chief Electoral Officer
135	Registration of Vendor License	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
136	Registration of Birth & Death	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
137	Issue of Shop License	Aizawl Municipal Corporation (AMC)	Superintendent	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
138	Changing of names of House owner on Property Tax	Aizawl Municipal Corporation (AMC)	Assistant Municipal Commissioner (IT)	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner

139	Registration of Hoarding and renewal of Advertiser	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
140	Permission for opening of Elementary School (Primary School & Middle School)	School Education Department	Deputy Director (M)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
141	Permission for opening of Secondary School (High School & Higher Secondary School)	School Education Department	Deputy Director (M)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
142	Permission for opening of school hostel	School Education Department	Deputy Director (S)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
143	Issue of provisional High School Leaving Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
144	Issue of provisional Higher Secondary School Leaving Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
145	Issue of Migration Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE

146	Issue of Registration Card, Admit Card, Marksheet and Certificate for Board examinations	Mizoram Board of School Education	Controller of Examinations	7 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
147	Issue of Duplicate copy of Registration Card, Admit Card, Marksheet and Certificate for Board examinations	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
148	Verification of documents issued by MBSE	Mizoram Board of School Education	Controller of Examinations	7 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
149	OPD Services	State Referral Hospital	Nursing Superintendent	1 working day from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
150	Laboratory Services	State Referral Hospital	HoD, Central Laboratory	2 working days from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
151	Radio-diagnosis Services	State Referral Hospital	HoD, Radiology	2 working days from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
152	Counselling for psychologically distressed persons through phone calls (Tele MANAS)	Directorate of Hospital & Medical Education	State Nodal Officer, Mental Health	1 working day from the date of receipt of the application complete in all respect	Additional Director (E)	Director, Hospital & Medical Education

153	Medical Referral	Directorate of Hospital & Medical Education	Programme Officer (MRS&NOTTO)	2 working days from the date of receipt of the application complete in all respect	Additional Director (P), DH&ME	Director, Hospital & Medical Education
154	Registration of Cooperative Societies	Co-operation Department	District Co-operative Officer (DCO) of Concerned District	30 working days from the date of receipt of the application complete in all respect	Registrar, Co-operative Societies	Secretary, Co-operation Department
155	Treatment of Ailing animals (OPD)	AH&Vety Department	Joint Director (Polyclinic) in Aizawl/DAH& Vos of the concerned District	1 working day from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department
156	Treatment of Ailing animals requiring surgical operation	AH&Vety Department	Joint Director (Polyclinic) in Aizawl/DAH& Vos of the concerned District	5 working days from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department
157	Artificial Insemination in cattle & pigs	AH&Vety Department	DAH & VOs of the concerned District	3 working days from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department
158	Technical Assistance to farmers	Horticulture Department	District Horticulture Officer of the concerned District	5 working days from the date of receipt of the application complete in all respect	Director, Horticulture Department	Secretary, Horticulture Department
159	Distribution of seeds, manure, sapling, farming implements etc	Horticulture Department	District Horticulture Officer of the concerned District	3 working days from the date of receipt of the application complete in all respect	Director, Horticulture Department	Secretary, Horticulture Department

160	Issue of temporary ILP to visitors from other States of India	GAD (Mizoram Houses: N. Delhi Kolkata Silchar Shillong Guwahati Mumbai	Asst. RC Asst. RC Asst. RC Asst. RC Asst. RC Dy. RC	3 working days from the date of receipt of the application complete in all respect	Addl. RC Jt. RC Dy. RC Dy. RC Dy. RC D/S, GAD	Secretary, GAD
161	Attestation of Documents	Home Department	Under Secretary	5 working days from the date of receipt of the application complete in all respect	Joint Secretary-II	Commissioner & Secretary
162	Domicile Certificate	Home Department	Under Secretary	5 working days from the date of receipt of the application complete in all respect	Joint Secretary-I	Commissioner & Secretary
163	Inner Line Permit 2 (two) years	Home Department	Under Secretary	30 working days from the date of receipt of the application complete in all respect received from Deputy Commissioner	Joint Secretary-I	Commissioner & Secretary
164	Dissemination of Meteorological Data	Dte. of Science & Technology	Scientific Officer	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.

165	Visit of Science Centre Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
166	3-D Theatre Show at Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
167	Digital Planetarium Show at Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
168	Patent filing, Trademark, Copyright, Geographical Indication, etc.	Mizoram Science Technology and Innovation Council, Dte. of Science & Technology	Principal Scientific Officer	12 working months from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
169	GIS Map	MIRSAC, Dte. of Science & Technology	Principal Scientist	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
170	GIS Analysis – Site suitability and Disaster prone area	MIRSAC, Dte. of Science & Technology	Principal Scientist	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.

171	Drone Survey – RGB, LiDAR, Multispectral	MIRSAC, Dte. of Science & Technology	Principal Scientist	30 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
-----	---	--	---------------------	--	--------------------------	------------------------



**LIST OF PUBLIC SERVICES NOTIFIED UNDER MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015**  
**(See sub-section (1) of Section (4))**

Sl. No	Name of Public Services	Name of Department	Designated officer	Stipulated Time	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6	7
1	Job Card under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
2	Payment of unemployment allowance under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
3	Grievance Redressal under PMAY-G	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Secretary, RD Deptt.
4	Certificate of registration in Form No.2 to dealers under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
5	Way Bill in Form No.33 under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
6	Clearance Certificate in Form No.38 under Mizoram Value Added Tax Act, 2005	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
7	Profession Tax Clearance Certificate	Taxation Department	Deputy Commissioner of State Tax	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
8	Declaration Form 'C' & 'F' under Central Sales Tax (R&T) Rules, 1957	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of State Tax (Admn.)	Commissioner of State Tax
9	Certificate of Registration in Form 'B' to dealers under Central Sales Tax Act, 1956	Taxation Department	Deputy Commissioner of State Tax	5 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
10	Registration Certificate in Form-II under the Mizoram Societies Registration Act, 2005	Taxation Department	Registrar, Firms & Societies	15 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
11	Partnership Firm Registration under Indian Partnership Act, 1932	Taxation Department	Registrar, Firms & Societies	15 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary

12	Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	i) 1 Week/5 working days from the date of receipt of the application complete in all respects for Aizawl District ii) 2 Weeks/10 working days from the date of receipt of the application complete in all respects for other Districts	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
13	Duplicate Driving License with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
14	Renewal of Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
15	Change of address in Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
16	Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
17	Renewal of Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
18	Duplicate Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
19	Duplicate Vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
20	Alteration of Vehicle Registration Certificate with Smart Card.	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport
21	Transfer of ownership of vehicle with Smart Card	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District  Addl.DC in other District	Director, Transport

22	Change of address of owner of a vehicle with Smart Card.	Transport Department	District Transport Officer of the concerned District	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (MV). Transport in Aizawl District Addl.DC in other District	Director, Transport
23	Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	3 working days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District Addl.DC in other District	Director, Transport
24	Duplicate Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	1 working day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District Addl.DC in other District	Director, Transport
25	Duplicate provisional permit for vehicle	Transport Department	Deputy Director (STA)	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (STA) Transport	Director, Transport
26	Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respects	Joint Director (STA) Transport	Director, Transport
27	Renewal of Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respects	Joint Director (STA) Transport	Director, Transport
28	Duplicate Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 working day from the date of receipt of the application complete in all respects	Joint Director (STA) Transport	Director, Transport
29	Hiring of MST Bus	Transport Department	Deputy Director (Operations)	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (Operations) Transport	Director, Transport
30	Hiring of Ambulance & Recovery Van	Transport Department	Deputy Director (Operations)	1 Week/5 working days from the date of receipt of the application complete in all respects	Joint Director (Operations) Transport	Director, Transport
31	Concession Card for old aged/Cancer patients/HIV+	Transport Department	Superintendent (Operations)	1 working day from the date of receipt of the application complete in all respects	Joint Director (Hqrs)	Director, Transport

32	Domestic Water Supply connection to house holds	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	40 working days i) From submission of the application complete in all respect till sanctioning of the connection: 10 working days  ii) from payment/deposit of required fund by applicant till installation (Supply of Water) to consumer : 30 working days"	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle
33	Transfer of ownership of water connection	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	i) Divisional Hqs: 5 working days from receipt of the application complete in all respect  ii) Other Town: 5 working days from receipt of the application complete in all respect	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle
34	GPF Final Payment Authorization	Finance Department	Deputy Director (GPF)	Within 90(ninety) working days from the date of posting of GPF Subscriptions for the month following the month of cessation of service, whichever is later	Joint Director (GPF)	Director, A&T
35	Payment of GIS	Finance Department	1. Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit, Kolasib Saitual and Khawzawl Districts  2. Assistant Director, Southern Zone for Lunglei, Saiha and Lawngtlai and Hnahthial Districts	1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement or within 90 working days from the date of receipt of claim papers complete and correct in all respects  2. In case of Voluntary/Invalid/Death etc. within 60 working days from the date of receipt of claim papers complete and correct in all respects from the Department.	1. Director (LFA & Pensions) for Aizawl, Champhai, Serchhip, Mamit, Kolasib, Saitual and Khawzawl Districts  2. Joint Director, Southern Zone for Lunglei, Saiha, Lawngtlai and Hnahthial Districts	Chief Controller of Accounts, A&T

36	Pension Payment Order including GIS, Death-cum-Retirement Gratuity, Leave Encashment	Finance Department	1. Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit, Kolasib Saitual and Khawzawl Districts  2. Assistant Director, Southern Zone for Lunglei, Saiha, Lawngtlai and Hnahthial Districts	1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement or 90 working days from the date of receipt of claim papers complete in all respects 2. In case of Voluntary/Invalid/Death etc. within 60 working days from the date of receipt claim papers complete and correct in all respects from the Department	1. Director (LFA & Pension) for Aizawl, Champhai, Serchhip, Mamit, Kolasib, Saitual and Khawzawl Districts  2. Joint Director, Southern Zone for Lunglei, Saiha, Lawngtlai and Hnahthial Districts	Chief Controller of Accounts, A&T
37	Arms Licence	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	"5 working days from the receipt of the application complete in all respect for onward submission to Home Department  3 working days from receipt of the decision (approval/rejection) from Home Department"	Addl. Deputy Commissioner	Deputy Commissioner
38	Explosive Licence	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	30 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
39	Inner Line Permit	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
40	Income Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
41	Tribal Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
42	Residential Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
43	Religion Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

44	Non-Marriage Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
45	No Income Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
46	Unemployment Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
47	Dependent Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
48	Haling Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
49	Tax Exemption Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
50	Character Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	i) 5 working days from the date of receipt of application complete in all respect for submission to the concerned Superintendent of Police  ii) 5 working days from receipt of information from the concerned Superintendent of Police	Addl. Deputy Commissioner	Deputy Commissioner
51	Epic	Deputy Commissioner, Concerned District	Election Officer of the concerned District	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
52	Birth Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic & Statistics) 2. 7 days from the date of receipt of the document from Economics & Statistics	Addl. Deputy Commissioner	Deputy Commissioner

53	Death Certificate	Deputy Commissioner, Concerned District	Subdivisional Officer(Sadar)	1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic & Statistics) 2. 7 days from the date of receipt of the document from Economics & Statistics		Deputy Commissioner
54	Retail Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)	1. 30 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office  2. 10 working days from the date of receipt of the application complete in all respect along with verification report by the DO from the concerned district office"	Director of Health Services	Principal Director, H&FW
55	Wholesale Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)	1. 20 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office  2. 10 working days from the date of receipt of the application complete in all respect along with a verification report by the DO from the concerned district office"	Director of Health Services	Principal Director, H&FW
56	Manufacturing License	FDA, DHS (H&FW Deptt)	JD(F&D)	10 working days after the inspection of the firm with CDSCO	Director of Health Services	Principal Director, H&FW
57	Application for new Trade Licence	FCS&CA	Deputy Director (G), FCS&CA	5 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
58	Renewal of Trade License	FCS&CA	Deputy Director (G), FCS&CA	6 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA

59	Application of new Ration card	FCS&CA	Concerned DCSO	7 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
60	Modification/ update of Ration card	FCS&CA	Concerned DCSO	8 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
61	Deletion of Ration Card	FCS&CA	Concerned DCSO	9 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
62	Fire NOC	F&ES	Addl. SP, F&ES	12 working days from the date of receipt of the application complete in all respect	Director, F&ES	Secretary, Home Department
63	Re-issue of Birth Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	5 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
64	Re-issue of Death Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	6 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
65	Delayed Registration of Birth	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
66	Delayed Registration of Death	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
67	Non-Encumbrance Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt of the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department



68	Land Valuation Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
69	No-Objection Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
70	Clearance Certificate for records of rights (i.e. LSC, House Pass, Periodic Patta, etc)	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
71	Genuineness Certificate for records of rights (i.e. LSC, House Pass, Periodic Patta, etc)	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

72	Certified True Copy of Record of Rights	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
73	Correction of Land Grading/ Land Classification	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from receipt of Ve the application complete in all respect	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
74	Recording of mortgage deeds in Record of Rights	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	2 working days from the date of receipt the application complete in all respects	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
75	Relinquishment/ Surrender of Holdings	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	40 working days from the date of surveying a) Submission of proposal to State Government after receipt of survey report = 30 working days b) Approve by the State Government = 7 working days c) Issue of the letter for relinquishment or surrender = 3 working days	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

76	Issue of Temporary Passes (i.e. House Pass, Periodic Patta, Shop Pass, Stall Pass, etc)	Land Revenue & Settlement Department	a) Asst. Director of Survey in Directorate b) Settlement Officer in District Offices	30 working days from the date of surveying	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
77	Issue of Land Settlement Certificate of Agricultural and Non- Agricultural Land including Property Card	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	40 working days from the date of surveying a) Submission of proposal to State Government after receipt of survey report = 30 working days b) Approve by the State Government = 7 working days c) Issue of the letter for relinquishment or surrender = 3 working days	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
78	Diversion of Land use	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
79	Issue of Provisional Land Lease Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

80	Issue of Regular Land Lease Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
81	Mutation (Hmingthlak) of Land Records/ Transfer of Ownership of Land	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	15 working days from updation of GIS map if land is already digitized	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
82	Conversion of Temporary Pass/Periodic Patta into Land Settlement Certificate (LSC)	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of surveying	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
83	Correction/ alteration / extension of boundaries	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of surveying	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

84	Partition and amalgamation of land holdings	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of surveying	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
85	Renewal of House Pass	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
86	Renewal of Periodic Patta	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
87	Renewal of Land Lease Certificate	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	30 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

88	Renewal of Shop Pass	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
89	Renewal of Stall Pass	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
90	Reissue of Record of Rights(i.e. House Pass, Periodic Patta, LSC, etc)	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	15 working days from the date of verification	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department
91	Property Registration under the Registration Act, 1908	Land Revenue & Settlement Department	a) Asst. Director/Settlement Officer in Directorate b) Settlement Officer in District Offices	5 working days from the date of pre-registration appointment date	a) Director, Land Revenue & Settlement Department  b) District Collectors in other Districts	Secretary, Land Revenue & Settlement Department

92	Authorization under Construction & Demolition Waste Management Rules, 2016 to Local Authority/Operator of Processing & Recycling Facility	Mizoram Pollution Control Board, EF&CC	Member Secretary	90 working days from the date of receipt of the application complete in all respect	Addl. Secretary, EF&CC	Secretary, EF&CC
93	Registration of Shops & Establishments	LESDE	<p><b>1. DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p><b>2.DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p><b>3. DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p><b>4.DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 5 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
94	Registration of Establishments under BOCW (RE&CS) Act, 1996 & Cess Rules, 1998	LESDE	<p><b>1. Joint Labour Commissioner-Registering Officer</b> - (All Mizoram)</p> <p><b>2.DLEO, Aizawl - Registering Officer</b> (Aizawl, Serchhip &amp; Saitual District)</p> <p><b>3. DLEO, Lunglei - Registering Officer</b> (Lunglei, Lawngtlai &amp; Hnahthial District)</p> <p><b>4. DLEO, Siaha - Registering Officer</b> (Siaha District)</p> <p><b>5. Labour Officer/Inspector of Factories - Registerig Officer</b> (Mamit &amp; Kolasib District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department

95	Registration & Licensing of Contractors(Within the State)	LESDE	<p><b>1. DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p><b>2.DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p><b>3. DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p><b>4.DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
96	Registration & Licensing of Contractors(Inter-State)	LESDE	<p><b>1. DLEO, Aizawl-Registering Officer</b> (Aizawl, Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p><b>2.DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p><b>3. DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p><b>4.DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 5 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
97	Registration & Licensing of Factory	LESDE	Chief Inspector - Registering & Licensing Officer(All Mizoram)	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department



98	Registration of Trade Union	LESDE	Joint Labour Commissioner-Registrar of Trade Union (All Mizoram)	New Registration 7 working days from receipt of the application complete in all respect  Renewal 5 working days from receipt of application complete in all respect  Amendment 5 working days from receipt of application complete in all	Director, LESDE	Secretary/Commissioner, LESDE
99	State Excise-Excise Verification Certificate	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	i) 4 Working days for sending the application to the administrative department.  ii) 3 working days from the date of receipt of decision from the Administrative department	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
100	Label & Brand register of Grape Wine produced in Mizoram	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 working days from receipt of registration fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
101	License for IMFL to Armed forces (paramilitary and military)	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of license fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
102	Issue of permit for the transportation/export of grape wine	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of Excise duty	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
103	License relating Local wine (Grape wine produced in Mizoram)	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	7 working days i) 4 Working days for sending the application to the administrative department  ii) 3 working days from the date of receipt of decision from the administrative department	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
104	Import permit for essential Narcotics Drugs	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 Working days from the date of receipt of the application complete in all respect	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
105	Issue of Licence of Manufacturer of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
106	Issue of Licence of Repair of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology

107	Issue of Licence of Dealers in Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
108	Issue of Registration of Manufacturers/Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
109	Issue of Registration of Importers/ Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
110	Issue of Verification Certificate of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
111	Road Cutting Permit	PWD	EE (Roads) of the concerned Division	10 Working Days from the date of receipt of the application complete in all respect	SE of the concerned Division	CE of the concerned Division
112	Verification of Report for Passport	PHQ	SP, CID(SB)	30 working days in rural areas 15 working days in urban areas	DIG (CID)	IDP(Intel)
113	Verification of character and verification of entry into service	PHQ	District SP/Addl. SP	30 working days in rural areas 15 working days in urban areas	Concerned DIG	IDP(L&O)
114	Verification of character and antecedents for Private Sector employment	PHQ	O/C of concerned PS	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
115	Issue of Certificate/NOC for re-issue of Certificate/Document/Licence	PHQ	O/C of concerned PS/Traffic	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
116	Tenant verification	PHQ	O/C of concerned PS/Traffic	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
117	Free registration of Crime	PHQ	O/C of concerned PS/Traffic	Within a day from the receipt of crime registration	Concerned SP	Concerned DIG
118	Issue of Mining Lease	Geology & Mining	Joint Director (MMI)	180 working days from the date of receipt of the application complete in all respects	Director, Geology & Mining	Secretary, C&I
119	Issue of Mining Permit	Geology & Mining	Joint Director (MMI)	30 working days from the date of receipt the application complete in all respects	Director, Geology & Mining	Secretary, C&I

120	Preparation of Mining Plan	Geology & Mining	Joint Director (MMI)	i)60 working days from the date of receipt of application complete in all respects [within Aizawl District] ii)90 working days from the date of receipt of application complete in all respects [outside Aizawl District]	Director, Geology & Mining	Secretary, C&I
121	Preparation of Blast Design	Geology & Mining	Joint Director (MMI)	i)10 working days from the date of receipt of application complete in all respect [within Aizawl District] ii)15 working days from the date of receipt of application complete in all respect [outside Aizawl District]	Director, Geology & Mining	Secretary, C&I
122	Geotechnical Investigation	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, Geology & Mining	Secretary, C&I
123	Geotechnical Analysis of Soil & Rock samples for construction works etc	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, Geology & Mining	Secretary, C&I
124	OPD Service at PHC, CHC, DH, HWC	Directorate of AYUSH	Concerned M.O., AYUSH	1 working day from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
125	OPD Service @ Integrated Ayush Hospital (IAH)	Directorate of AYUSH	M.O. in charge	1 working day from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
126	IPD Services at Integrated Ayush Hospital	Directorate of AYUSH	M.O. in charge	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
127	Panchakarma Therapy Services	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
128	P&SM Therapy (YOGA)	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
129	Testing of ASU & H Drug	Directorate of AYUSH	Drugs Inspector (ASU Drugs)	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)

130	Registration of Accommodation Unit	Tourism	Deputy Director(General)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
131	Registration of Tour Operator/ Travel Agencies	Tourism	Deputy Director(General)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
132	Registration of Restaurants	Tourism	Deputy Director(General)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
133	Registration of Tour Guide	Tourism	Deputy Director(General)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
134	Registration of Standalone Catering Unit	Tourism	Deputy Director(General)	60 days from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
135	Online Booking of Tourist Facilities	Tourism	Deputy Director(General)	1 working day from the date of receipt of the application complete in all respect	Director, Tourism	Secretary, Tourism
136	Declaration of Mizo Heritage Sites	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
137	Disposal of cultural items to registered NGO's at a subsidised rate	Art & Culture Department	Deputy Director(Admin)	5 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
138	Sale of Books at subsidised rate by MPB	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
139	Renting system of traditional attire	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
140	Registration and Training of Cultural Troupe by IMFA	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
141	Acquisition and disposal of Data regarding Ancient Monuments & Archaeological Sites	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
142	Publication & reprinting of books	Art & Culture Department	Research Officer(TRI)	30 working days working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
143	Research and Reference	Art & Culture Department	Archivist	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department

144	Member Registration to Mizoram State Library	Art & Culture Department	State Librarian	2 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
145	Declaration of Examination of all examinations conducted by MBSE	H&TE Department	Joint Director(Technical)	60 working days from the date of completion of examinations	Director,H&TE Department	Principal Secretary,H&TE Department
146	Issue of Mark sheet	H&TE Department	Joint Director(Technical)	30 working days from the date of declaration of examination results	Director,H&TE Department	Principal Secretary,H&TE Department
147	Replacement of Lost/ Damaged EPIC	Election Department	Election Officer of the concerned District	7 working days from the date of receipt of the application complete in all respect	District Election Officer	Chief Electoral Officer
148	Registration of Vendor License	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
149	Registration of Birth & Death	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
150	Issue of Shop License	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
151	Changing of names of House owner on Property Tax	Aizawl Municipal Corporation (AMC)	Deputy Municipal Commissioner (Adm.)	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
152	Registration of Hoarding and renewal of Advertiser	Aizawl Municipal Corporation (AMC)	Town Planner-II	5 working days from the date of receipt of the application complete in all respect	Joint Municipal Commissioner	Municipal Commissioner
153	Permission for opening of Elementary School (Primary School & Middle School)	School Education Department	Deputy Director (M)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
154	Permission for opening of Secondary School (High School & Higher Secondary School)	School Education Department	Deputy Director (M)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
155	Permission for opening of school hostel	School Education Department	Deputy Director (S)	45 working days from the date of receipt of the application complete in all respect	Director, School Education Department	Secretary, School Education Department
156	Issue of provisional High School Leaving Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE

157	Issue of provisional Higher Secondary School Leaving Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
158	Issue of Migration Certificate	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
159	Issue of Registration Card, Admit Card, Marksheet and Certificate for Board examinations	Mizoram Board of School Education	Controller of Examinations	7 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
160	Issue of Duplicate copy of Registration Card, Admit Card, Marksheet and Certificate for Board examinations	Mizoram Board of School Education	Controller of Examinations	2 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
161	Verification of documents issued by MBSE	Mizoram Board of School Education	Controller of Examinations	7 working days from the date of receipt of the application complete in all respect	Secretary, MBSE	Chairman, MBSE
162	OPD Services	State Referral Hospital	Nursing Superintendent	1 working day from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
163	Laboratory Services	State Referral Hospital	HoD, Central Laboratory	2 working days from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
164	Radio-diagnosis Services	State Referral Hospital	HoD, Radiology	2 working days from the date of receipt of the application complete in all respect	Medical Superintendent	Director, ZMC
165	Counselling for psychologically distressed persons through phone calls (Tele MANAS)	Directorate of Hospital & Medical Education	State Nodal Officer, Mental Health	1 working day from the date of receipt of the application complete in all respect	Additional Director (E)	Director, Hospital & Medical Education
166	Medical Referral	Directorate of Hospital & Medical Education	Programme Officer (MRS&NOTTO)	2 working days from the date of receipt of the application complete in all respect	Additional Director (P), DH&ME	Director, Hospital & Medical Education
167	Registration of Cooperative Societies	Co-operation Department	District Co-operative Officer (DCO) of Concerned District	60 working days from the date of receipt of the application complete in all respect	Registrar, Co-operative Societies	Secretary, Co-operation Department
168	Treatment of Ailing animals (OPD)	AH&Vety Department	Joint Director (Polyclinic) in Aizawl/DAH& Vos of the concerned District	1 working day from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department

169	Treatment of Ailing animals requiring surgical operation	AH&Vety Department	Joint Director (Polyclinic) in Aizawl/DAH& Vos of the concerned District	5 working days from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department
170	Artificial Insemination in cattle & pigs	AH&Vety Department	DAH & VO of the concerned District	3 working days from the date of receipt of the application complete in all respect	Director, AH&Vety Department	Secretary, AH&Vety Department
171	Technical Assistance to farmers	Horticulture Department	District Horticulture Officer of the concerned District	5 working days from the date of receipt of the application complete in all respect	Director, Horticulture Department	Secretary, Horticulture Department
172	Distribution of seeds, manure, sapling, farming implements etc	Horticulture Department	District Horticulture Officer of the concerned District	3 working days from the date of receipt of the application complete in all respect	Director, Horticulture Department	Secretary, Horticulture Department
173	Issue of temporary ILP to visitors from other States of India	GAD (Mizoram Houses: N. Delhi Kolkata Silchar Shillong Guwahati Mumbai)	Asst. RC Asst. RC Asst. RC Asst. RC Asst. RC Dy. RC	3 working days from the date of receipt of the application complete in all respect	Addl. RC Jt. RC Dy. RC Dy. RC Dy. RC D/S, GAD	Secretary, GAD
174	Attestation of Documents	Home Department	Under Secretary	5 working days from the date of receipt of the application complete in all respect	Additional Secretary	Commissioner & Secretary
175	Domicile Certificate	Home Department	Under Secretary	5 working days from the date of receipt of the application complete in all respect	Joint Secretary-I	Commissioner & Secretary
176	Inner Line Permit 2 (two) years	Home Department	Under Secretary	30 working days from the date of receipt of the application complete in all respect received from Deputy Commissioner	Joint Secretary-I	Commissioner & Secretary
177	Dissemination of Meteorological Data	Dte. of Science & Technology	Scientific Officer	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
178	Visit of Science Centre Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
179	3-D Theatre Show at Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
180	Digital Planetarium Show at Aizawl & Lunglei	Mizoram Science Centre, Dte. of Science & Technology	Curator	1 working day from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.

181	Patent filing, Trademark, Copyright, Geographical Indication, etc.	Mizoram Science Technology and Innovation Council, Dte. of Science & Technology	Principal Scientific Officer	12 working months from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
182	GIS Map	MIRSAC, Dte. of Science & Technology	Principal Scientist	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
183	GIS Analysis – Site suitability and Disaster prone area	MIRSAC, Dte. of Science & Technology	Principal Scientist	10 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
184	Drone Survey – RGB, LiDAR, Multispectral	MIRSAC, Dte. of Science & Technology	Principal Scientist	30 working days from the date of receipt of the application complete in all respect	Chief Scientific Officer	Secretary, P&PI Deptt.
185	Release of New Electricity Service Connection where supply can be provided from existing network a) Class one City- Aizawl AMC Area	Power & Electricity Department	SDO Concerned	30 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	30 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural		SDO Concerned	45 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
186	Release of New Electricity Service Connection where supply can be provided after extension/augmentation of network a) Class one City- Aizawl AMC Area	Power & Electricity Department	SDO Concerned	45 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	45 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural		SDO Concerned	45 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
187	Redressal of Electricity Bill Complaint	Power & Electricity Department	SDO Concerned	7 working days from the date of receipt of the application complete in all respects	EE concerned	SE Concerned



188	Restoration of Distribution Transformer failure a) Class one City-Aizawl AMC Area and Urban	Power & Electricity Department	SDO Concerned	48 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Rural and Remote Areas		SDO Concerned	10 working days from the date of receipt of the application complete in all respects	EE concerned	SE Concerned
189	Restoration of Overhead/Cable breakdown a) Class one City-Aizawl AMC Area	Power & Electricity Department	SDO Concerned	24 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	36 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural and Remote Area		SDO Concerned	72 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
190	Restoration of Normal fuse off a) Class One City-Aizawl AMC Area	Power & Electricity Department	SDO Concerned	4 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	6 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural and Remote areas		SDO Concerned	36 hours from the receipt of the application complete in all respect	EE concerned	SE Concerned
191	Checking of Energy Meter Correctness a) Class One City-Aizawl AMC Area	Power & Electricity Department	SDO Concerned	4 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	7 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural and Remote areas		SDO Concerned	20 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
192	Replacement of Non-Working Energy Meter Correctness a) Class One City-Aizawl AMC Area	Power & Electricity Department	SDO Concerned	3 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	5 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned

	c) Rural and Remote areas		SDO Concerned	20 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
193	Shifting of Energy Meter/Service lines a) Class One City-Aizawl AMC Area	Power & Electricity Department	SDO Concerned	7 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	b) Urban		SDO Concerned	10 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
	c) Rural		SDO Concerned	15 working days from the date of receipt of the application complete in all respect	EE concerned	SE Concerned
194	<b>State Incentive Subsidy (SIS) Claim</b> (from receipt of complete application & scrutiny of documents, fields visit and verification by respective DIC upto forwarding of verified claims to Directorate)	Commerce & Industries (District Industries Centre)	General Manager/District Commerce & Industries Officer (DCIO)	30 working days from the date of receipt of the application complete in all respect	Additional Director	Director
195	<b>State Incentive Subsidy (SIS) Claim</b> (On receipt of forwarded application from DICs, second scrutiny/checking at Directorate upto compilation of verified claims for consideration of State Level Committee)	Commerce & Industries (Directorate)	Joint Director i/c (SIS)	30 working days from the date of receipt of the application complete in all respect	Additional Director	Director
196	<b>State Incentive Subsidy (SIS) Claim</b> (Conduct State Level Committee to consider claims/incentives & allocation of fund for incentives)	State Level Committee, Commerce & Industries Department	Director	30 working days from the date of receipt of the application complete in all respect	Additional Director	Director

197	<b>State Incentive Subsidy (SIS) Claim</b> (Disbursement of final claims/incentives after administrative approval & expenditure sanction)	Commerce & Industries (Directorate)	Joint Director i/c (SIS)	30 working days from the date of receipt of the application complete in all respect	Additional Director	Director
-----	--	--	-----------------------------	---	---------------------	----------